

Monmouthshire County Council

RLDP Consultation Website User Guide



monmouthshire
sir fynywy

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Replacement Local Development Plan 2018-2033 Website User Guide

1. Introduction

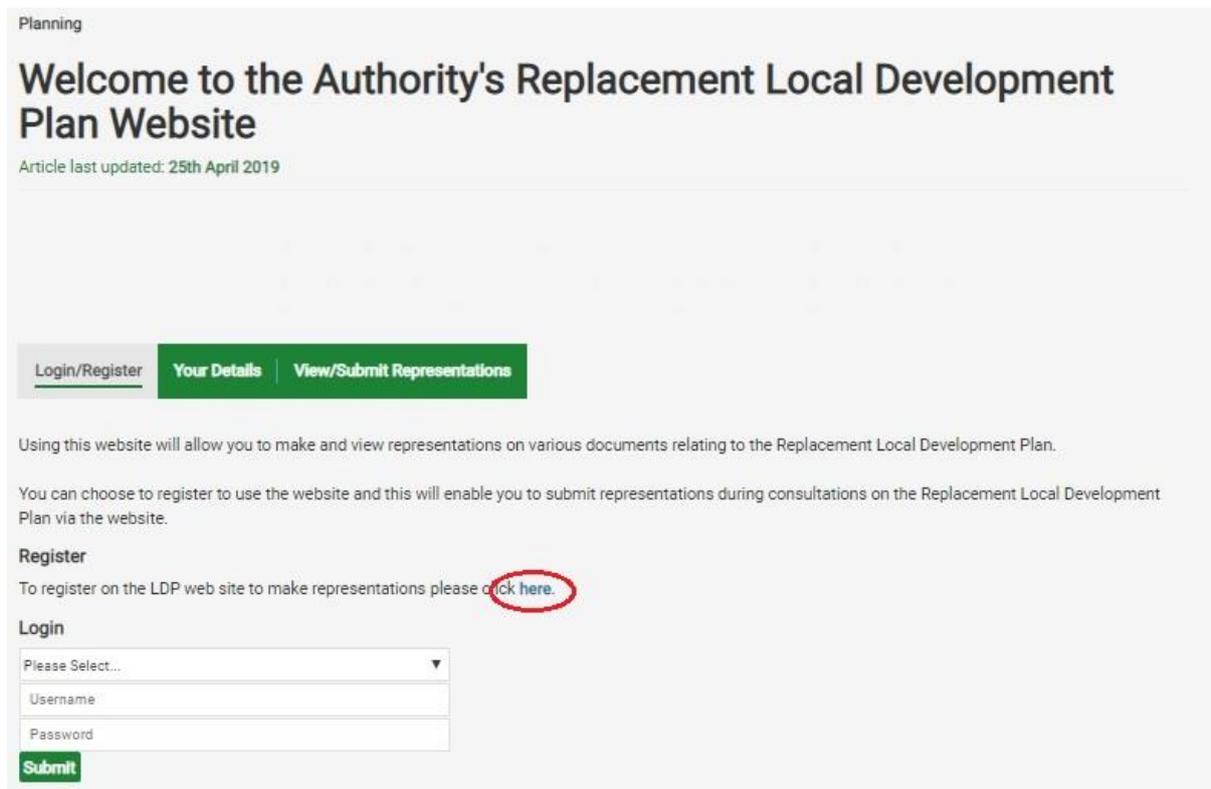
1.1 Monmouthshire County Council is producing a Replacement Local Development Plan (RLDP), which will direct land use planning between 2018-2033.

1.2 If you wish to be kept informed during the production of the RLDP and make representations during public consultations, you will need to register on the [Replacement Local Development Plan Website](#)

2. Registering

If you are registering for the first time please follow the steps below. If you have previously registered and are wishing to log in to your account and or make representations, please skip to **section 3**.

2.1 If registering for the first time, you will need to go to the Council's [Replacement Local Development Plan Website](#) where a screen like the one below will appear.



- You will need to click on the link circled in the above image in order to register.

2.2 Once on the [registration site](#) a screen such as that below will appear.

Planning

LDP Users Details

Article last updated: 25th April 2019

Login/Register | Your Details | View/Submit Representations

Register

Below is a form where you can enter your details to be submitted to the local authority to be considered as a representor in the LDP process. If you are an agent acting on behalf of one or more persons or organisations then please select 'YES' from the dropdown below. This will expand the form to allow you to enter your details along with some basic information on the First person/organisation you are representing. Once your account has been validated then you can login and enter more people/organisations you wish to represent.

Are you an agent acting on behalf of someone else?

This username will be used as your login ID.

Enter Preferred Username

- You will need to select whether you are an agent acting on someone's behalf, or whether you are a private individual, by selecting yes or no from the drop down box highlighted above.
- After you have done this, you will need to type your preferred username into the relevant field highlighted above. **It is crucial that you click 'Check User Name' (the bright orange button) before continuing, and that a ✓ appears beside the preferred username field.**
***Ensure to make a note of your chosen username. ***

2.3 Next, you will need to provide further details regarding passwords and security.

Password

Passwords need to be between 6 and 10 characters and contain at least one number, at least one lower case letter, at least one upper case letter and contain at least one non alphanumeric character i.e. ! or &. Alphanumeric characters allowed are: - . @ # & \$: ? % ! - ~ | + { } -

Security Question

Security Answer

Enter Your Password

Re-Enter Your Password

- You can select your security question and will need to type the answer to your chosen security question in the second field.
- You will need to choose a password for the third field and re-type this password in the fourth field.

- ***Passwords must be between 6-10 characters. They must contain at least 1 number, at least 1 lower case letter, at least one upper case letter and at least one alphanumeric character. ***
- ***Please be advised that usernames, security answers and passwords are all case sensitive. So please ensure to make a detailed note of all these credentials.***

2.4 Once you are happy with your username, security answer and password, and have made a note of these details, you will need to provide some further details in order for your registration to be validated.

Your Details

Name & Address

Title	<input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>

- ***Please be aware that the two fields highlighted above ('First Name' and 'Surname'), are mandatory fields. Your registration cannot be validated without these details. ***

2.5 Finally, before submitting your registration, you will need to specify your preferred contact method.

Contact Information

Communicate In Welsh	<input type="checkbox"/>
Keep Me informed of the LDP Process	<input type="checkbox"/>
Kept Informed By Letter (and not email)	<input type="checkbox"/>
Home No.	<input type="text"/>
Work No.	<input type="text"/>
Mobile No.	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

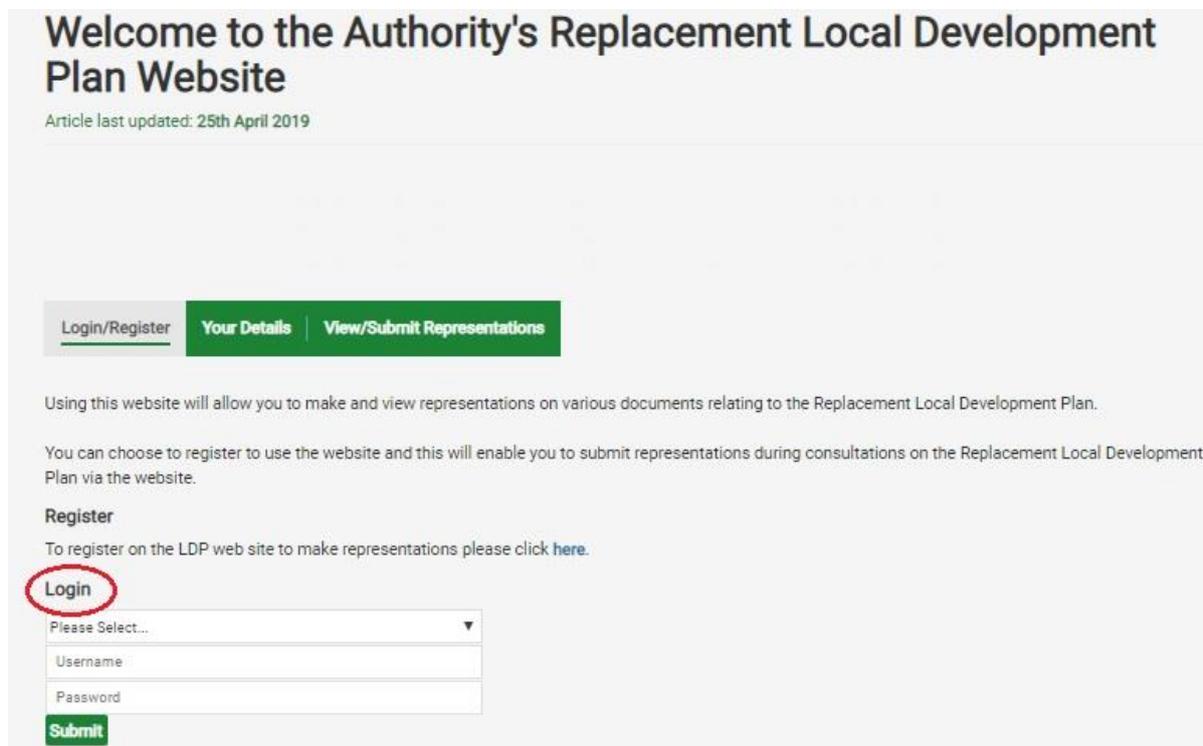
Once you click the submit button it may take 2-3 days for the authority to confirm and accept your details.

Submit **Cancel**

- If you would like correspondence in Welsh, you will need to check the 1st box.
 - If you would like to be kept informed throughout the replacement LDP process, check the 2nd box.
 - If you would like correspondence by letter (as opposed to email), check the 3rd box. ***If you want correspondence by letter, you will need to go to step 2.4 and make sure you have provided a postal address. ***
 - ***If you would like email correspondence, you will need to ensure that a valid email address is provided at step 2.5***
-
- ***Once you are happy with all the details provided and have made a note of your username, password and answer to your security question please click 'Submit'***
 - ***You will receive an email confirming that your registration has come through to the Planning Policy Team and is awaiting validation. Please ensure to check your junk/spam inbox if the email doesn't come through. ***
 - ***Please note that it may take 2-3 days for your registration to be validated. ***
 - ***Please note that you will not receive an email confirming that your registration has been validated. Please wait 2-3 days before trying to log on for the first time. ***

3. Logging In

3.1 When logging in to your account, you will need to go to the [Replacement Local Development Plan Website](#).



The screenshot shows the website's header with the title "Welcome to the Authority's Replacement Local Development Plan Website" and a sub-header "Article last updated: 25th April 2019". Below the header is a navigation bar with three buttons: "Login/Register", "Your Details", and "View/Submit Representations". The "Login/Register" button is highlighted with a green background. Below the navigation bar, there is a paragraph explaining the website's purpose and a "Register" section with a link. The "Login" section is highlighted with a red circle and contains a dropdown menu labeled "Please Select...", a "Username" input field, a "Password" input field, and a "Submit" button.

- Once on the site, you will need to go to the login section as highlighted above. You will need to select whether you are an 'Agent' or member of the 'Public', which you were asked when first registering.
- You will then need to enter the username and password used when you first registered.
- ***Please note that these will need to be exactly the same as the credentials provided when first registering.***

3.2 Once you have successfully logged in, you will be on the 'Your details' tab of the website.

LDP Web Users Home Page

Article last updated: 25th April 2019



From this page you will be able to view and amend your personal details and change your LDP Web password. You can also add and amend details of agents acting on your behalf.

Any representations you have made are shown below, along with any response made to your comments.

Your ID Number: 165

- [Amend Client Details](#)
- [Amend Your details](#)
- [Reset Password](#)
- [Logout](#)

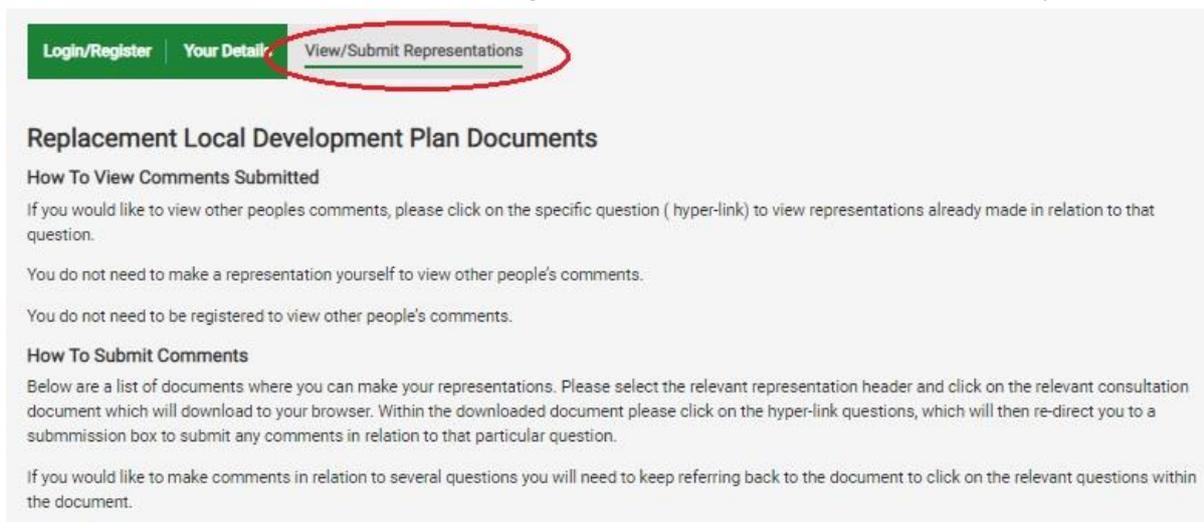
- From here, you will be able to see your 'ID Number'.
- You will be able to amend your details, and can also reset your password.
- You will also need to return to this tab to log out of your account when you are finished.

4. Making Representations

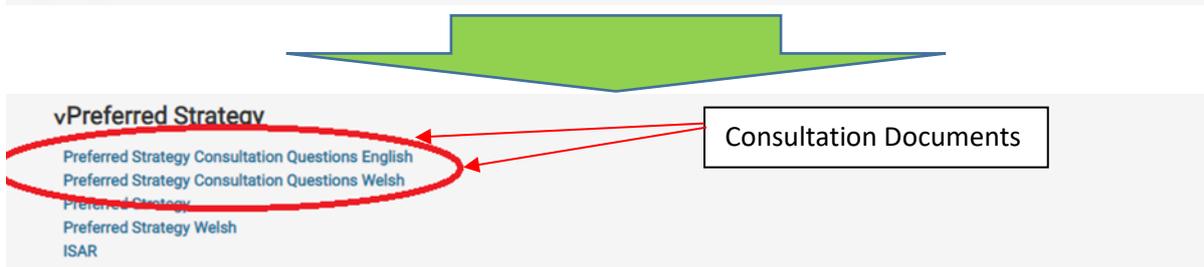
4.1 In order to make a representation via the Local Development Plan Website, you will need to have registered (Please see section 2), had your registration validated, and be logged in (Please see section 3).

4.2 Once you have logged in you will need to select the 'View/Submit Representations' tab, as highlighted below.

- On the View/Submit Representations tab, the stage of the Replacement Local Development Plan and the list of documents being consulted on will be listed (Please see step 4.3 below).



The screenshot shows the website's navigation bar with three tabs: 'Login/Register', 'Your Details', and 'View/Submit Representations'. The 'View/Submit Representations' tab is circled in red. Below the navigation bar, the main content area is titled 'Replacement Local Development Plan Documents'. It contains two sections: 'How To View Comments Submitted' and 'How To Submit Comments'. The 'How To Submit Comments' section lists several documents, including 'Preferred Strategy Consultation Questions English' and 'Preferred Strategy Consultation Questions Welsh', which are circled in red.



A green arrow points from the 'View/Submit Representations' tab in the screenshot above to a list of documents. The list includes 'Preferred Strategy', 'Preferred Strategy Consultation Questions English', 'Preferred Strategy Consultation Questions Welsh', 'Preferred Strategy', 'Preferred Strategy Welsh', 'ISAR', and 'LDA'. A box labeled 'Consultation Documents' has two red arrows pointing to the 'Preferred Strategy Consultation Questions English' and 'Preferred Strategy Consultation Questions Welsh' links, which are circled in red.

4.3 Next, you will need to click upon the Consultation Questions document in order to view the Preferred Strategy consultation questions and make a representation. This document should upload in a new window once you have clicked on it.

- You will also need to click on the 'Preferred Strategy' and have this open in a separate tab of your browser, as this is the document and stage that is being consulted upon.
- ***Please ensure to have both the Preferred Strategy and the Consultation Questions Document open simultaneously in separate tabs on your chosen browser.***

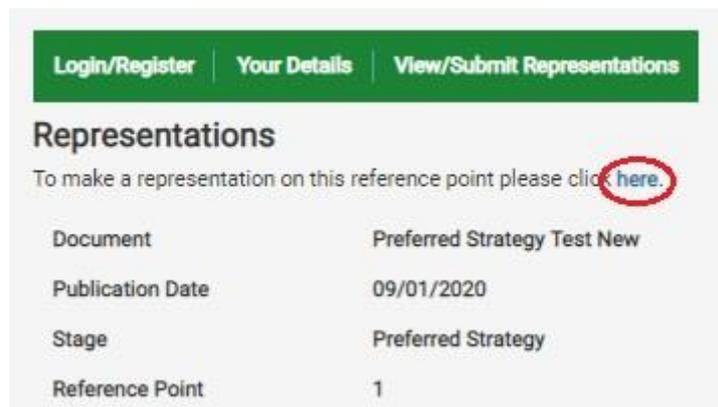
4.4 All of the Consultation Questions for the Preferred Strategy can be found on the [Consultation Questions document](#). Next to each of the questions is their location in the [Preferred Strategy](#). You can respond to a question by clicking on it. Please ensure that you have your login details to hand as you may be asked to log in to your account prior to responding to a question.

[Replacement Local Development Plan \(RLDP\) 2018 -2033](#)

[Preferred Strategy –Consultation Questions](#)

	Question	Paragraph	Page Number
1	Do you have any comments on the key issues, challenges and opportunities?	Paragraph 3.6	31
2	Do you have any comments on the Sustainable and Resilient Communities Strategy?	Paragraph 4.3	42
3	Do you have any comments on Strategic Policy S1 – Strategic Sustainable and Resilient Growth?	Paragraph 4.27	55
4	Do you have any comments on Strategic Policy S2 – Spatial Distribution of Development - Settlement Hierarchy?	Paragraph 4.5	65

- Once you have clicked on the question you would like to respond to (as shown above), a screen such as that below will appear¹.



- In order to comment, you will need to click on the link circled in the above image.

¹ Please note that all the images used in this user guide are indicative and may display images of consultation stages that are now closed.

4.5 Once you have clicked on the link you will be taken to a site where you can submit your comments, highlighted by the below image.

The screenshot shows a web form titled "Make LDP Representation" with a sub-header "Make Representation". At the top, there are navigation links: "Login/Register", "Your Details", and "View/Submit Representations". The form fields include:

- Stage: Preferred Strategy
- Document: Preferred Strategy Test
- Reference Point: 23.1
- Page Number
- Paragraph Number
- Please select a person the representation is on behalf of: Please Select... (dropdown)
- Representation Type: Please Select... (dropdown)

A red box highlights the "Representation Type" dropdown menu, with a red arrow pointing to it from a label "Representation Type".

Below the form fields, there is a text prompt: "Below is a list of questions comprising of a Yes or No answer, a free text answer box or a combination of both. You are not required to fill in every answer." This is followed by a question: "Do you have any comments to make on strategic policy S1 - strategic sustainable growth?". A large empty text box is provided for the answer, highlighted with a red box and labeled "Comments Field" with a red arrow.

Below the comments field, there is an "Important" notice: "Important: This feature should only be used to upload additional documents i.e. supporting photo or map, and should not be an upload of your written submission which must be made in the above comments box." This is followed by upload restrictions: "Please note the following upload restrictions for documents: Permitted file types: pdf, jpg, jpeg, png, gif. Permitted file size: 5.0 MB". A green button labeled "Add a document" is highlighted with a red box and labeled "Add a document" with a red arrow.

At the bottom of the form, there are two buttons: "Submit" (circled in red) and "Cancel".

- You will need to select the representation type (i.e. comment, objection, support) from the field indicated by the red arrow in the above image.
- You will need to enter your comments in the comments field also highlighted above.
- If you wish to upload a document in support of your comments, you may do so by clicking the 'Add a document' link.
- ***Please note that any documents that you wish to submit will need to be submitted as PDFs. If you are submitting a reasonably large document, please allow the system time to process it. ***
- ***You will need to click 'submit' as circled in the image above in order for your comments to be processed. ***

4.6 Once you have clicked 'Submit' a screen such as that below should appear.

Submission Complete

Article last updated: 25th April 2019

[Login/Register](#) | [Your Details](#) | [View/Submit Representations](#)

Submission Complete

Thank you for your submission. Your comments have been sent to the Local Authority. Your comments will appear under the 'Your Details' tab once they have been accepted by the Local Authority. **If you would like to make further representations in relation to other consultation questions, please go back to the document already opened in your browser to click on the other question links. Repeat as necessary.**

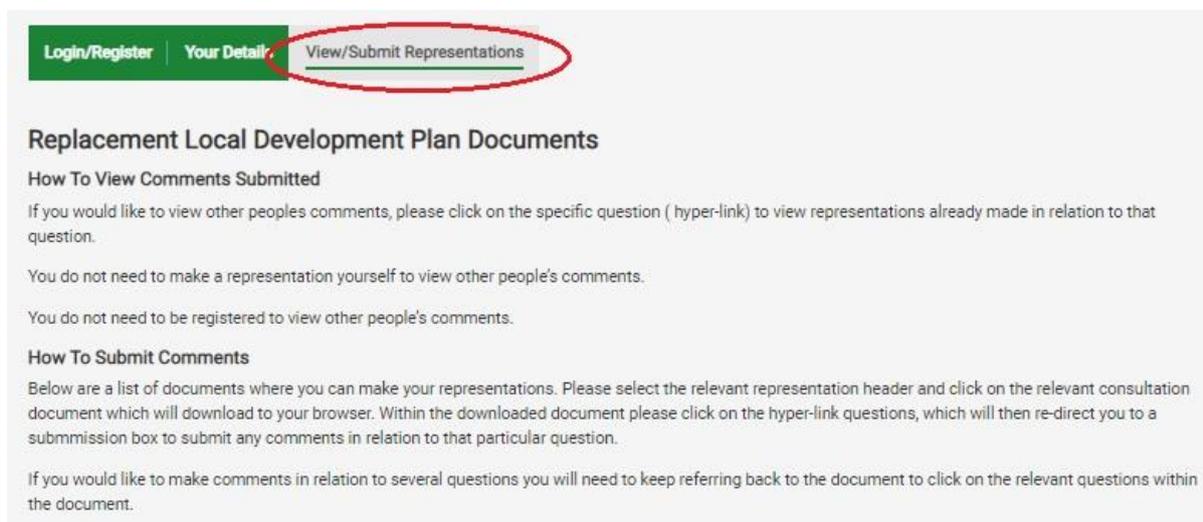
To view representations made by others 'on this specific question' please click [here](#)

- ***Please note that if you have uploaded a large PDF, there may be a time lag between clicking submit and the above 'Submission complete' screen/message appearing. ***
- ***Please allow the system time to submit your representation. The screen may look like it has frozen, however please refrain from closing the site down, as your submission will not go through. ***

5. Viewing Representations

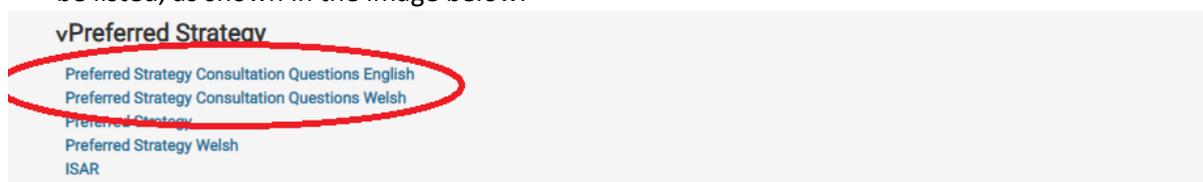
- ***Please note that you do not need to create an account or log in to view representations made by others***

5.1 If you would like to view representations but do not wish to make a representation yourself, then this is also possible.



5.2 In order to view representations that have been submitted and validated, you will need to go to the View/Submit Representations tab as highlighted above.

5.3 Once on the View/Submit Representations tab, all documents that are being consulted on will be listed, as shown in the image below.



- From here, you will need to select the Consultation Questions document where all the consultation questions are listed.
- You will then need to choose the consultation question for which you would like to view representations.

Replacement Local Development Plan (RLDP) 2018 -2033

Preferred Strategy –Consultation Questions

	Question	Paragraph	Page Number
1	<u>Do you have any comments on the key issues, challenges and opportunities?</u>	Paragraph 3.6	31
2	<u>Do you have any comments on the Sustainable and Resilient Communities Strategy?</u>	Paragraph 4.3	42
3	<u>Do you have any comments on Strategic Policy S1 – Strategic Sustainable and Resilient Growth?</u>	Paragraph 4.27	55
4	<u>Do you have any comments on Strategic Policy S2 – Spatial Distribution of Development - Settlement Hierarchy?</u>	Paragraph 4.5	65

5.4 If you then click on the consultation question, you will be presented with a screen such as that in the image below.

Representation No.	Date	Represantor	Head Line
1646.S3	02/08/2019	Brian Williams	Growth Option Consultation Question 1
1646.S4	02/08/2019	Brian Williams	Growth Option Consultation Question 1
1667.S2	29/07/2019	Sharon Griffiths	Growth Option Consultation Question 1
1671.S1	29/07/2019	Mark Griffiths	Growth Option Consultation Question 1
1671.S2	29/07/2019	Mark Griffiths	Growth Option Consultation Question 1

5.5 If you select the representation you wish to view as highlighted in the above image, the representation made by that particular individual, will appear on screen for you to view.

Representation Details

Representation No.	1646.S3
Label Stage	Growth and Spatial Options
Date Lodged	02/08/2019
Head Line	Growth Option Consultation Question 1
Status	Maintained
Representation Made By	Brian Williams

Representation Items

How will this option address the issues/challenges

A moderate level of growth may help to bring in some younger people if house prices can be kept down, and infrastructure might be able to cope. I have major concerns about the infrastructure coping with higher growth options, and it seems very strange this is not being considered in parallel when choosing the option to pursue, rather than at a later stage. I live in the south of the county and healthcare infrastructure is already strained, and not because of physical infrastructure shortage. You can build more schools or even health centres but you can't knit GPs or other primary care staff. With higher growth options out commuting will be high and the road infrastructure will become even more of a problem than it is now. MCC don't have a solution to problems in Chepstow now, and much of this driven by traffic from east of the county so MCC will have no control over that. This option might also help to avoid the total loss of farm land owned by the people of Monmouthshire which MCC, which administers this land on our behalf, seems to consider is disposable in the drive for growth. Hard to see how higher growth helps MCC meet the climate change emergency it has accepted, but maybe this is just a politically convenient step at this time, rather than being rooted in a true recognition of the problem.

- The screen will display the representation details including the date it was made, the consultation document the representation refers to and the actual representation itself.
- ***Please note that you do not need to create an account or log in to view representations made by others***
- ***Please note that the screenshots immediately above are an example²***

² The Growth and Spatial Options Consultation has now closed. The document can still be viewed; however, you will be unable to make any comments.

6. Further Guidance and Information

- ***Please note that the above process will have to be repeated for each question that you wish to respond to. The list of questions and their respective page numbers can be found [here](#). ***
- ***If the [Consultation Questions document](#) and [Preferred Strategy](#) are opened and left open in separate tabs of your browser, this will save you having to open it every time you wish to answer another question. (Please refer to step 4.3). ***
- ***To log out of your account, please return to the 'Your Details' tab.***

7. Frequently Asked Questions

1) I can't login?

- Please ensure you are entering the correct login details and selecting your representor type. (See section 3)
- If the problem persists, please close the site down and retry after a couple of minutes.

2) My screen has frozen when trying to submit my representation?

- If you are uploading a large document, please allow the system time to process your submission.

3) I can't find any of the consultation questions?

- The consultation questions are all listed in the [Consultation Questions Document](#).

8. Contact Information

- Please note that some of the images included in this guidance are indicative and stages displayed throughout the images may now be closed.
- For further information, assistance and guidance, please do not hesitate to contact the Planning Policy Department and we will do our best to assist you.
- Phone: 01633 644429
- Email: PlanningPolicy@monmouthshire.gov.uk

In light of the changing circumstances surrounding COVID-19, the decision was taken on 17th March 2020 to postpone the RLDP Preferred Strategy engagement events until further notice and to keep open, with an extended deadline, the Preferred Strategy consultation.

In light of the current circumstances, please note that County Hall is now closed to the public and the Planning Policy Team are all homeworking. We are now only accepting correspondence electronically.